

### **Cobb County Government**

2005-2006 Information Services Strategic Plan

**Executive Summary** 





- This strategic plan aligns the Information Technology initiatives to the County's overall strategic direction.
- It provides a framework to change the Information Services culture from being a service provider to being a business partner.
- Information Technology systems are crucial components in the day-to-day operations of county government.
- The Information Services Department is responsible for providing all technology and business applications in support of Cobb County Government.
- Cobb County and Information Services are committed to improving our stewardship of the resources of the citizens of Cobb County.
- The Information Services strategic plan identifies the needs and prioritizes the allocation of resources for addressing the technological requirements of the County.
- Strategic planning is an on-going process resulting in a plan that will be updated annually.



- The Information Services Strategic Plan aligns I.S. and county technology initiatives to the business focus and vision of the County
- The strategies are driven by the business of the County
- Relationships with other departments and agencies should be as a "business partner" rather than a "service provider"
- The major business processes are supported
- The findings warrant a review of Community Development initiatives to consolidate into an enterprise or agency approach
- Projects should be tracked as programs and the number of projects and stand-alone applications should be reduced
- Enterprise solutions will eliminate small departmental solutions and will allow more effective program tracking
- A Program Management Office should be created to review, prioritize and forecast projects for the department and the County



### **Cobb County Government**

### Mission

To help make Cobb County the best place to live & work through efficient, effective and responsive government that delivers quality services

### **Destination Success**

- Managing & Planning Growth
- Building for Success
- Maintaining a Sound Infrastructure
- Fiscal Conservatism

### Statement of Commitment

- Insisting upon Customer Satisfaction
- Ensuring High Value for Tax Dollars
- Adhering to the Highest Ethical Standards
- Appreciating Diversity
- Being Open, Accessible and Responsive

- Empowering and Supporting Employees
- Striving for Continuous Improvement
- Working Together as a Team
- Being Accountable

### **Business Strategies**

- To provide the highest quality and best valued Public Services to its citizens making Cobb County a
  preferred place to live, work and play
- To address the growing needs of a changing society
- To provide the lowest possible and most fiscally responsible tax rate in the Atlanta area
- To participate in the development, growth, and leadership of the Metro Atlanta area and the State of Georgia
- To maintain the County's AAA Bond Rating
- To ensure quality growth and redevelopment in Cobb County while providing a livable community rich in culture and quality of life
- To ensure that the entire County-managed infrastructure is prepared to meet the demand for services



The purpose of the Cobb County Information Services IT Strategy is to align IT initiatives with Cobb County Government Business Strategies/Plans to ensure that business requirements are appropriately addressed now and in the future.





□ The focus of Cobb County Information Services over the last few years has been on eliminating duplicate technologies and providing efficiencies by streamlining its infrastructure. This initiative has been substantially completed.

This Strategic Plan initiative allows Cobb County Information Services to align its IT Strategy with the current strategies of Cobb County Government.





### **Strengths**

- Low cost to deliver services
- Organizational improvements due to the reduction of Divisions from 6 to 3 and elimination of stove-pipe structure
- Solid base of departmental applications
- Centralized I.S. organization
- Business focus on technology issues
- Solid Capital Replacement Plan for technology infrastructure

### **Opportunities**

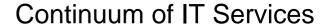
- Perform testing of integrated business continuity and disaster recovery plans
- Implement systems integration and enterprise solutions
  - •EAI Architecture
  - •Web Portal, Document Imaging (Enterprise Content Management
- Create a culture that welcomes change to improve the business process

### Weaknesses

- Lack of managerial succession development plans for high potential performers
- Lack of security strategy awareness, training and implementation
- Reactive approach to project approval and funding on large application projects
- Lack of prioritization process for projects county-wide
- Solutions delivered as stand-alone instead of enterprise

### **Threats**

- Budget limitations resulting in inability to enhance application architecture
- Outsourcing organizations who may provide similar services
- Demand for services outpaces ability to deliver





### "Service Provider" a as Info. Services

### Focus on:

- Efficiencies
- Cost Savings
- Resource Utilization
- Delivering on Requests

### Focus on:

- Leading Strategic Direction
- Ensuring Technology Utilization
- Impacting County's Financial Model



Where we are (currently)

### **Mandatory Capabilities:**

- Project Management
- Financial Management
- Stable technology infrastructure
- Development standards
- Consistent process execution
- Technical Solutions

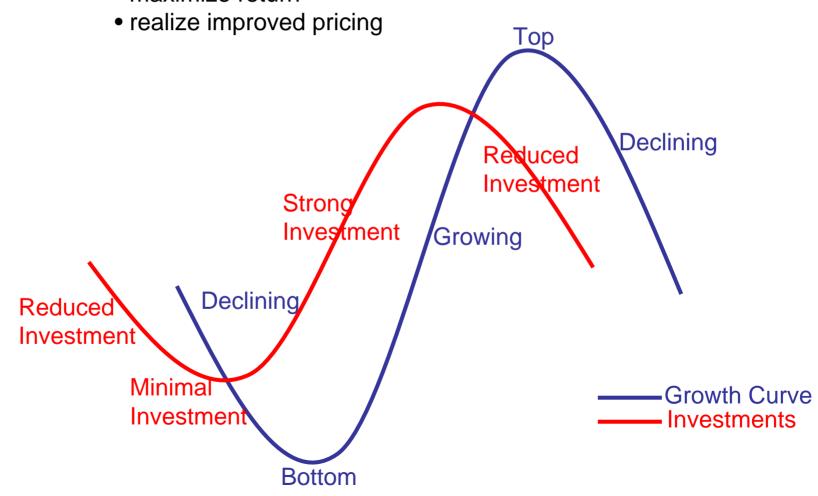
### **Mandatory Capabilities:**

- Trusted Service Provider
- Complete Business Understanding
- Business Solutions

### **Partner** "Business Info. Services



- Businesses and economies have distinctive growth patterns
- For the best results, investments should precede growth cycle
- Invest during the low growth times
  - maximize return







### 2005-2006 Information Services

### **From**

- Individual/Departmental views of projects and tools
- Independent project driven tools and technologies
- □ Project "Heroics"
- Water Fall Development
- Project driven application technology decisions and tools uses
- One-off departmental requests and solutions
- Bureaucratic unstructured project management
- Data gathering and analysis
- Independent resource selection and staffing
- Ad-hoc project training
- Loosely defined individual objectives



- Systemic views of people, processes, and technology
- Integrated IT strategies and architectures
- Process driven approach
- **Iterative Project Delivery**
- Application and Technology Roadmaps and Use Guidelines
- Integrated application portfolio and master schedules
  - Flexible structured project management
- Integrated decision support
  - Master resource planning and prioritization
  - Talent development
    - Integrated performance management and metrics



### Recommendations Summary

- Create a county-wide strategic plan to validate programs in place within the County
- Seek a comprehensive business solution to manage Community Development processes
- Continue efforts to provide a county-wide citizen portal
- □ Initiate implementation of a county-wide document management solution
- Track and manage IS work as programs and reduce the number of projects in progress
- Reduce/address the number of stand-alone business applications
- □ Implement an Enterprise Application Integration infrastructure
- Create an architected data warehouse solution which facilitates business integration
- Simplify the technical infrastructure
- Continue SAN and enterprise backup solutions
- □ Formalize and deploy improvements to internal IT processes
- □ Define and implement an IS Program Management Office
- Identify a strategic technology planning resource to drive strategic initiatives
- Integrate and automate departmental reporting which is linked to business strategies





### Cobb County Information Services – 5 Year Vision

To provide proven solutions that enable our citizens, county management, and staff to access the information necessary to complete their Cobb County business and will bring Cobb County Information Services to the forefront of government technology.

### FY 2005/2006 Goals

- Provide a reliable communications and computer infrastructure foundation on which to efficiently conduct County business operations today and in the future.
- Work with County Departments and Agencies to improve business operations by understanding their business needs and by planning, implementing and managing the best information technology solutions available.
- □ Develop and maintain technically skilled staffed who are competent in current and emerging information technology.
- Effectively communicate information about plans, projects and achievements to County staff and customers.



### Cobb County Information Services Guiding Principles:

- To be a technology leader in the public sector.
- To deploy technology that provides readily available access to information at all levels of the business process.
- To improve business processes to: integrate technological advances, achieve value through coordinated enterprise solutions and streamline business functions.
- □ To be cost-effective and fiscally responsible.
- □ To adhere to technology standards that facilitate decreased cost, increased flexibility and interoperability.
- To partner with customers to meet their business requirements.
- □ To implement solutions that:
  - re-use technology through enterprise solutions,
  - are purchased in the event that enterprise solutions are not available, or
  - are developed, as required.
- To utilize internal Information Services resources to meet the objectives of the County and utilize outside resources, as needed, for augmentation.
- □ To maintain up-to-date technical and managerial skills among I.S. staff through training.



Initiative	<b>Business Strategy</b>
Enterprise Resource Management	
<ul> <li>An enterprise web initiative that will give citizens and county staff access to the information in a manner that makes sense to them</li> <li>An enterprise document imaging solution that will provide access to county documents</li> <li>Continued implementation of the enterprise GIS system and its application interfaces</li> </ul>	(preferred place)     (development,         growth and     leadership)
Customer Resource Management	
<ul> <li>A 311 customer relationship system that will serve as a countywide call center for all customer service issues and provide for an operational back-up 911 call center</li> </ul>	2 (changing society), 4 (development)
Technical Infrastructure	
<ul> <li>A combined voice and data network allowing greater opportunities for application deployment and reduced communications costs</li> <li>The evaluation of emerging technologies such as wireless and handheld devices for a fit into Cobb County Government</li> <li>Provide the capability for information integration in support of county-wide initiatives</li> </ul>	2 (changing society), 7 (prepared infrastructure)
Maintain Technical Currency	
<ul> <li>Maintaining the current technology environment according to the 10-year Capital Replacement Plan</li> <li>Implement IS organizational changes to ensure continued value in IS investments</li> </ul>	2 (changing society)
Business Process Improvements	
<ul> <li>Evaluate Community Development solutions to provide integrated management system to support County's development goals</li> <li>Countywide address standardization providing greater reliability of customer information across all county information systems</li> <li>Integrate and automate departmental reporting which is linked to business strategies</li> </ul>	3 (fiscally responsible), 6 (growth and development)





Program	Projects	Timeframe	Benefits/Business Strategy Met
ERP	Doc. Imaging, AMS, web, Kronos	4Q06	Infrastructure, quality of services
Tax & Revenue	Revenue Collection/Accounts	4Q07	Infrastructure, quality of services, AAA bond rating, fiscally responsible tax rate
Land Management	Countywide addressing, GIS	3Q07	Infrastructure, (re)development, quality of services
Web Portal	Web CIP, Current Assessment	1Q07	Quality of Services
PMO	Implement Office	3Q05	Infrastructure quality of services
Infrastructure	VoIP, Server Upgrades, Infra. Testbed	2Q06	Infrastructure, quality of services
Public Security	Digital Court, EOC, Fire Records, Motorola, State Court	2Q06	Quality of Services, (re)development
Public Service	Web	2Q06	Quality of services
Resource Development	Web, eLearning	2Q06	Infrastructure



### **Current Project Activity**

- □ Identify all projects with completion in next 90 days
- Review all current I.S. projects for alignment with Strategic Plan

### **Future Activity**

- Implement Program Management Office to review, approve and prioritize all future projects
- Complete resource allocation and review project timeline
- Complete ROI and Business Impact Analysis
- Implement program roadmap to reach future vision and continued integration with county strategies



### **Cobb County Government**

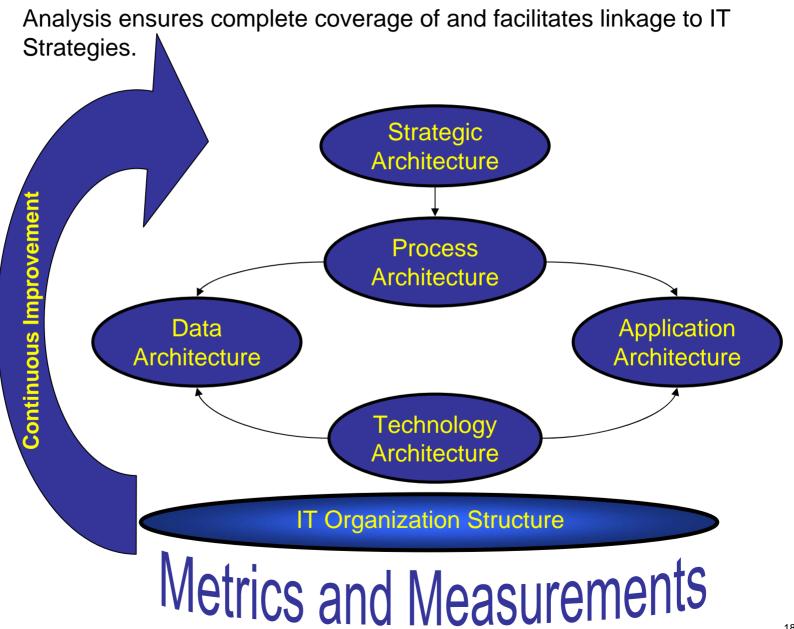
2005-2006 Information Services Strategic Plan

APPENDICES - SUPPORTING DOCUMENTATION













### Business Processes Summary – Key Findings

The following summarizes the degree to which each process is supported by the current information technology infrastructure.

Strategic Program Management

Tax & Revenue Management

Financial Management

Human Resource Management

Customer (Community) Relationship Management Procurement & Supplier Relationship Management

**Public Security** 

Information Management Real Estate Management

**Land Management** 

KEY:

Not sufficiently supported.

Most sub-processes are supported and/or existing applications are not aligned with IS Guiding Principles.

Fully supported and are predominantly aligned with IS Guiding Principles or upgrade activities in progress

Records Management

Cobb County... Expect the Best



- □ 30 Major, 78 Stand-alone Business, and 20 Infrastructure Applications
- Many small independent applications
- □ Around 50% of IS department effort is in support of applications
  - Many resources split their time among multiple small applications
- Organizationally dedicated staff spend too much time supporting small business applications
- Projects need dedicated resources and schedules identified
- Project requirements exceed resource capability



- Duplicate Data Storage
  - Address/Citizen Information
  - Financial Information
- Opportunity for consistent lookup tables of static data between program applications
- Community Development Information is not highly integrated



### Technical Infrastructure Summary – Key Findings

- Complex Server Environment
  - 129 Production Servers
    - 23 Unix (with Multiple OS) 8 of which are SAN Attached
    - 105 Windows\* inconsistent OS Versions
  - 7 Development/Testing Servers
    - 3 Unix
    - 4 Windows
- 5 DBMS in use today with plans to reduce to 3
- Network is all Cisco
  - Multiple number of Managed Network Providers
  - 2 Voice Mail Systems
- 6 Current Infrastructure Projects
- Current phone system capabilities are unnecessarily complex

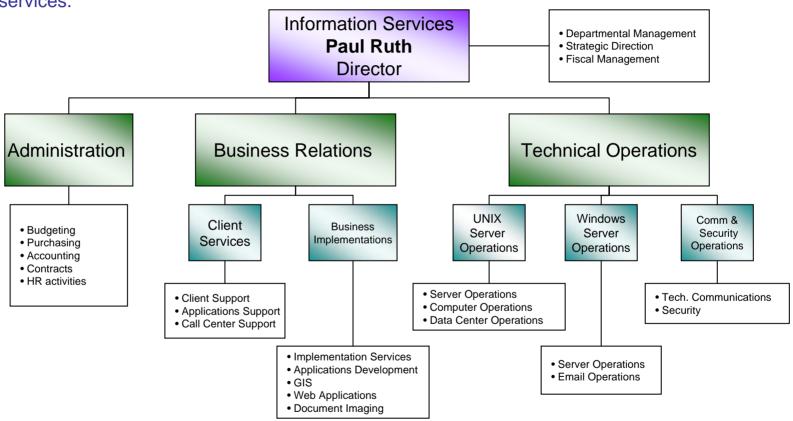
<sup>\* 3</sup> new servers recently added





### Current Cobb County Information Services Organization

**Mission:** To deliver quality and innovative technology solutions providing citizens, the business community, and County staff with convenient access to appropriate information and services.



**Background:** In FY 2003, the IS Department consolidated its 6 divisions into 3 in order to:

- □ Streamline communications
- □ Improve operational efficiency
- □ Redirect Top Management focus from daily operations







### **Applications Capital Projects (in millions)**

 Large
 \$ 12.73

 Small
 \$ 3.86

 Enhancements
 \$ 0.15

 Total
 \$ 16.74

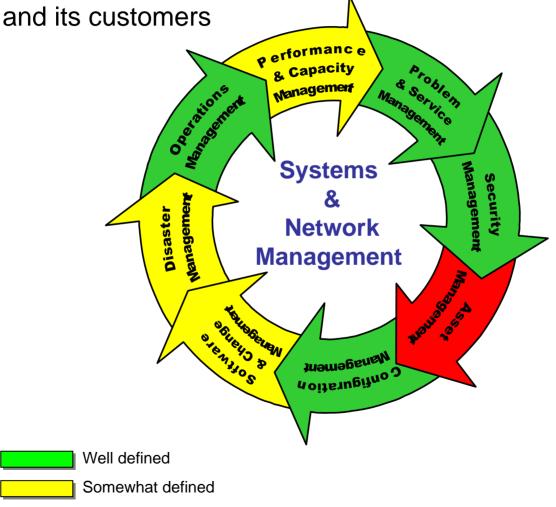
Operating Budget	PS	OP	Total	% Oper Bdgt	FT	PT
Bus Implementations	\$1,169,682	\$ 235,382	\$ 1,405,064	12%	15	3
Appl Support	\$1,376,096	\$ 277,016	\$ 1,653,112	14%	17	
Desktop	\$1,444,901	\$ 290,844	\$ 1,735,745	15%	18	3
Infrastructure	\$2,889,802	\$ 581,689	\$ 3,471,491	30%	36	
Admin	\$ 428,361	\$ 86,209	\$ 514,570	4%	8	1
Operating Capital		\$ 308,621	\$ 308,621	3%		
HW/SW Maint/Lic		\$2,346,592	\$ 2,346,592	21%		
Totals	\$7,308,842	\$4,126,353	\$11,435,195	100%	94	7

- Recently implemented an I.S. Advisory Board
- Current IS organization does not include a PMO or a Strategy role
- 80% of IS Labor is directed towards maintenance and infrastructure
- Recently re-initiated time and cost tracking for projects
- Many IT Processes need additional attention:
  - Maintain IT Strategy
  - Develop Business Continuity Plan that is Integrated with Customer Requirements
  - Implement Standard SDLC for Package Implementations
  - Implement QA procedures for Software
  - Formalize Asset Management Procedures
  - Prioritize and Coordinate PMO
  - Integrate and Completely Deploy Application Change Control Procedures
  - Conduct External Audit Review of I.S. Practices



### Information Services Operations – Key Findings

Components required to effectively and efficiently deliver processing and communications capability to the organization



Not well defined



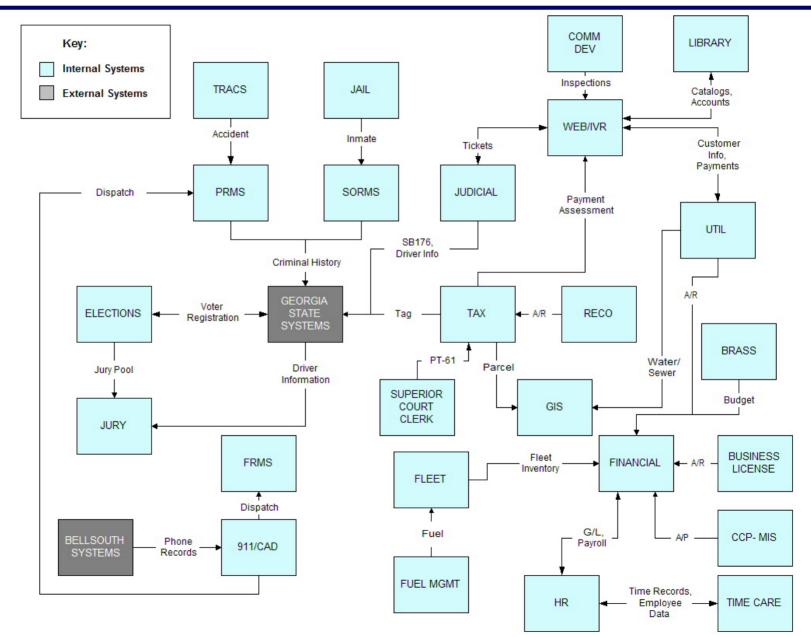
### Metrics & Measures Summary – Key Findings

- Many Reports to Give Feedback to Customer on Services Provided.
- Portal Under Design for Consolidated View of I.S. Customized for Each Agency/Department
- Daily Dashboard Reports on IS Key Issues affecting the Customer or their Systems
- Many Reports are Manually Created





### Data/Information Flows for Major Applications





### Government Industry IT Benchmarks

	FY 04 Adopted	FY	05 Adopted
Total County Budget (all funds)	\$ 554,879,571	\$	576,918,482
Total County Capital Projects (excluding Water)	\$ 15,257,678	\$	8,037,307
Total Capital Projects - Water	\$ 98,405,545	\$	44,403,891
Total County Capital Projects	\$ 113,663,223	\$	52,441,198
IT Budget:			
Personal Services	\$ 7,119,694	\$	7,516,594
Operating Expenses	\$ 3,849,091	\$	3,955,616
Operating Capital	\$ 42,665	\$	85,777
Capital Projects - CRS	\$ 4,574,182	\$	3,507,817
Total IT Budget	\$ 15,585,632	\$	15,065,804
Percentage IT Capital/Total County Capital (excluding Water)	29.98%		43.64%
Percentage IT CRS/Total County Capital (including Water)	4.02%		6.69%
Percentage Total IT Budget/Total County Budget	2.81%		2.61%

Federal Governmental Standard IT Capital Spending % of Total Investment = 3.0%\* IT Budget % of Total Revenues = 6.3%\*



### 2005-2006 Information Services

- Create county-wide strategic plan to validate programs in place within County.
- Seek comprehensive business solution to manage Community Development processes.
- Continue efforts to provide a county-wide citizen portal.
- Initiate project to implement county-wide solution for document management.





### **Application Architecture Recommendations**

- Need EAI Infrastructure
- □ Too Many Projects in Progress
- □ Track and Manage Work as Programs
- Reduce/Address Stand-alone Business Applications





- □Data Warehouse of Common Information with EAI Feeds
- ☐ Use Data Interfaces to Support Business Process Integration
  - □E.g. Business License Renewal and Tax Payments





### Technical Infrastructure Recommendations

- □Continue SAN and Enterprise Backup solution expansion
- □Continue focus on business needs
- □Reduce the number of servers
- ■Simplify network
- □Implement project to improve phone systems

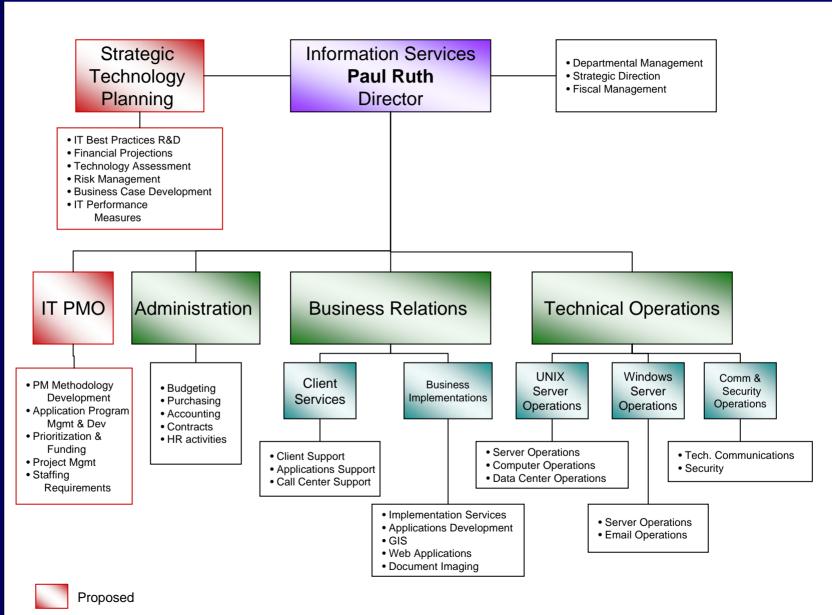


- □ Define and Implement IS PMO to Integrate, Prioritize and Consistently Report on Programs and Projects
- □ Identify a Strategic Technology Planning Resource to drive the Strategic Initiatives
- □Initiate a Project to formalize and deploy the I.T. Processes
  - ■Business Continuity
  - □Standard Software Program Management
  - □ Service Level Agreement Definitions
- □Utilize Time Tracking to Monitor and Insure Effective Allocation of Resources





### Cobb County Information Services – Future Organization





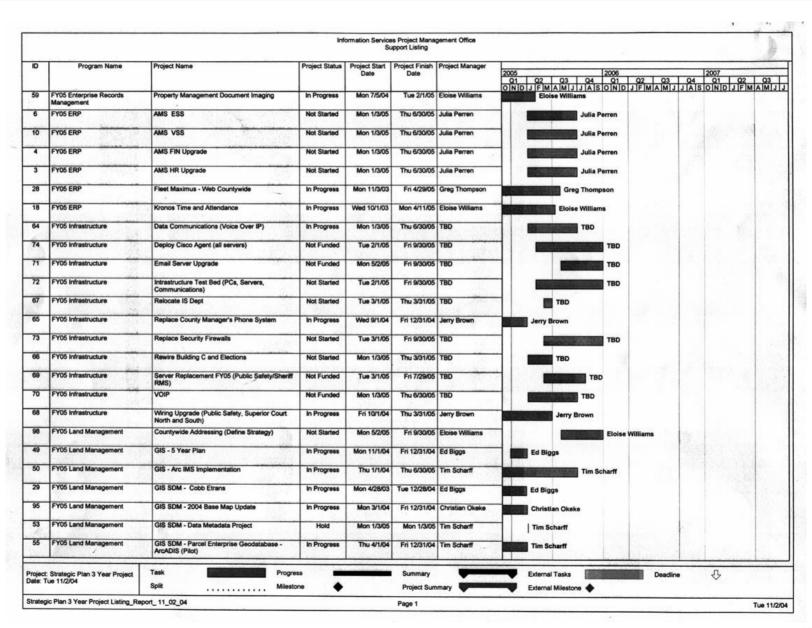


### 2005-2006 Information Services

- □ Provide one integrated report for each agency or department
- Make reports available via the portal
- Initiate Quarterly I.S. Strategy Update Report
- Formalize and Distribute Daily Dashboard to Customers via the portal
- Utilize existing tools and infrastructure to generate reports
- ☐ Link reporting to business strategies

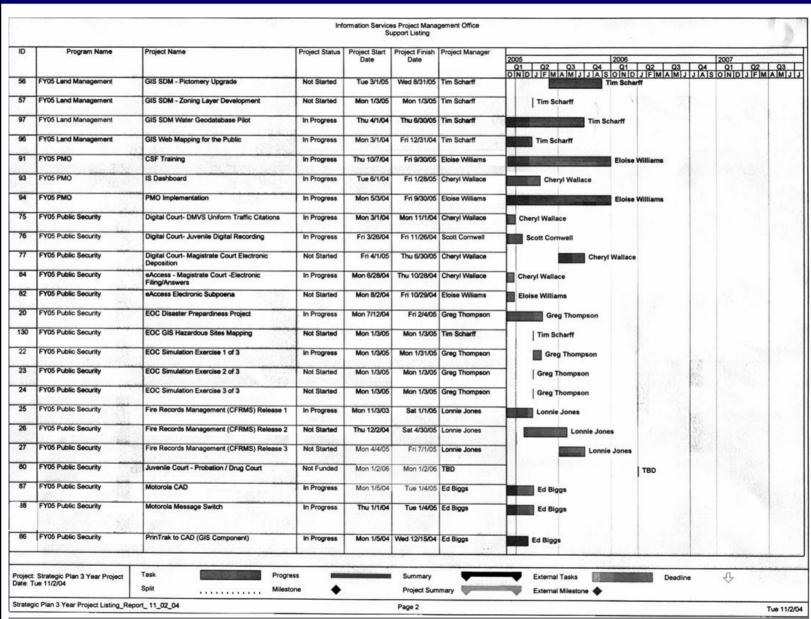






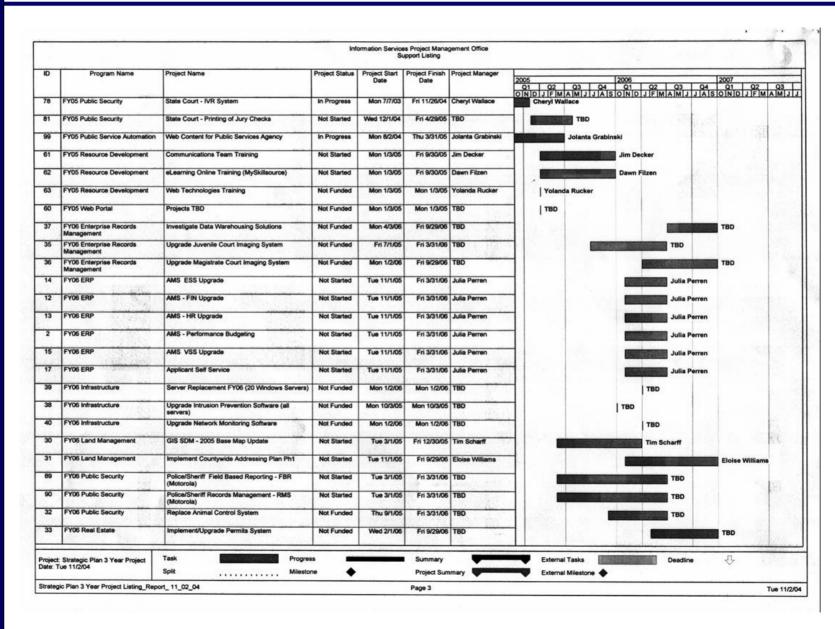
















			Info	ormation Service Se	es Project Mana upport Listing	gement Office							
ID	Program Name	Project Name	Project Status	Project Start Date	Project Finish Date	Project Manager	2005 Q1 Q2 QND JFM	Q3 Q4	2006 Q1	Q2 (	23 Q4	2007 Q1 0	2   Q3
41	FY06 Tax and Revenue	Prepare RFP - Replace Tax Assessment/Collection System	Not Started	Wed 3/1/06	Fri 9/29/06	TBD	ONDJFM	AMIJIJIAISI	OINID	J F M A	MJJA	S O N D J F	MAMIJ
34	FY06 Web Portal	Web Projects TBD	Not Funded	Mon 10/3/05	Mon 10/3/05	TBD	700	1	TBD				
15	FY07 Enterprise Records Management	Implement Enterprise Content Mgt	Not Funded	Mon 10/2/06	Mon 10/2/06	Eloise Williams	1 197					Eloise Willi	ams
47	FY07 Infrastructure	Replace Xerox Printers (Computer Operations)	Not Funded	Mon 10/2/06	Mon 10/2/06	TBD						TBD	
48	FY07 Infrastructure	Server Replacement FY07	Not Funded	Mon 10/2/06	Mon 10/2/06	TBD					12	TBD	
46	FY07 Infrastructure	Upgrade Active Directory	Not Funded	Mon 10/2/06	Mon 10/2/06	TBD						TBD	
42	FY07 Public Security	Replace Electronic Warrant System (Magistrate Court)	Not Funded	Mon 10/2/06	Mon 10/2/06	TBD						TBD	
43	FY07 Tax and Revenue	Replace Tax Assessment/Collection System	Not Funded	Mon 10/2/06	Mon 10/2/06	TBD						TBD	
44	FY07 Web Portal	Web Projects TBD	Not Funded	Mon 10/2/06	Mon 10/2/06	TBD	$\exists$					TBD	